

The purpose of this document is to assist the Section Executive Committee members and other officers in identifying the scope of duties for which each position is responsible, and shall be used as a guide thereunto. Amendment can occur at any time by approval of the Executive Committee as desired to accommodate the needs of the Section. This guide shall be posted on the Section website and shall reside in the hands of at least the Chair, Vice-Chair, and Secretary.

A. EXECUTIVE COMMITTEE

Under the leadership of the Chair, the Section Executive Committee is responsible for the successful operations of the Section. The number of persons serving and the manner of selection shall conform to the guidelines established in the Section's By-Laws. The Executive Committee is composed of the Section Officers and a number of Directors.

B. ELECTED POSITIONS

To be eligible to hold office or to work on committees in the Section, a person must be an ASME member in good standing. The elected officers consist of the Chair, Vice Chair, Secretary, Treasurer, and three Directors. The Oregon Section has additional appointed positions as constituted below in Section C.

Chair

1. Establish and ensure fulfillment of Section goals.
2. Propose a budget and work with the Executive Committee for approval.
3. Prepare and submit a Merit Based Funding Report.
4. Sign a Conflict of Interest Statement.
5. Preside at membership & business meetings and the Executive Committee Meetings with a prepared agenda.
6. Maintain a supervisory relationship over all Section functions.
7. Monitor activities of Section committees to ensure satisfactory progress of the work, and, where necessary, suggest changes of procedures or personnel.

¹ Revision 4Mar2010 RLehmann

8. Be familiar with previous activities, form working principles to guide committees, and make recommendations to the Executive Committee for promoting the effectiveness of Section functions.
9. Assist the in-coming Chair as needed. Turn over records. Pass the gavel.

Vice-Chair

1. Carry on in all duties in the absence of the Chair.
2. Organize the Student Meet Industry Day activities.
3. Accept assignments from and assist the Chair.
4. Prepare to serve subsequently as Chair.
5. Follow up with first time visitors to board meetings via best means available, to express appreciation for their attendance and participation.
6. May be assigned administrative or coordinating activities.

Secretary

1. Record the minutes of Section & Executive Committee meetings. Submit to the Board for approval/comments.
2. Maintain the Section files. Ensure that the files are transferred to the successor.
3. Maintain a file of Society manuals and Section supplies.
4. Maintain the Section mailing roster.
5. Provide for the Section's mailings. Notify Regional Support of any address change that comes to his/her attention. regionalsupport@asme.org
6. Communicate Section activities to the members via Section On-line Roster and email system.

Treasurer

1. Assist in the preparation of a unit Operations Budget Plan in conjunction with the Executive Committee. Submit the budget approved by the Executive Board to national headquarters.
2. Disburse funds upon the proper approval of the Executive Committee.
3. Promptly deposit all funds received from a designated unit/ASME financial account. The account should be in a recognized financial institution, providing services to the community.

The choice of institutions should be to the best advantage of the unit. If desired, an account may be established at Headquarters. Funds would then be forwarded for deposit and disbursed from the unit's account at Headquarters.

4. Report on the Operating Funds and the Custodian Funds of the unit as may be requested or required, and to keep current and maintain the financial records.
5. Assess the assets of the unit and report on the location, condition and value.

Director

1. Participate in the Executive Committee meetings.
2. Take action to implement the decisions made by the Executive Committee.
3. Assist with planning and implementation of section activities.

C. APPOINTED POSITIONS

Program Chair

1. Support the Chair to develop a year that includes:
 - a. 3-4 tours
 - b. 2-3 PDH courses
 - c. 3-4 dinner meetings
 - d. 1-2 Joint activities
 - e. Community and member service
2. Take the lead in coordinating the events listed above. Recruit other members to help.
3. Coordinate publicity for events in a timely fashion.
4. Keep accurate records using Acteva to document Section events, and submit After Activity reports using ASME "Unit Activities" website.
<http://forms.asme.org/unitactivity/createmeeting.cfm>
5. Ensure that at least one member of the Executive Committee attends each activity.
6. Coordinate student participation of Professional Development events.
7. Assist with support of student sections.

Newsletter Editor

1. Generate and edit newsletters. Solicit inputs for newsletter articles, announcements, postings.

2. Deliver newsletters that promote the activities of the section through a method of delivery that reaches all section members. The frequency and content of the newsletters should be approved by the Executive Committee.

Web Master

1. Maintain a website that promotes the Section and its activities. The website should be updated at least every quarter.

College Relations Chair

1. Serve as the main method of communication between the Student Section at the university level and the Oregon Section. The liaison can encompass one or multiple universities.

Student Liaison

1. Serve as a method of communication between the Section and the Engineering Dept at a college or university.

Liaison between other societies

1. Serve as the main method of communication between the Oregon Section and other organizations/societies. The liaison can encompass one or multiple organizations/societies. Societies include, but are not limited to:

AEE: Association of Energy Engineers
ASCE: American Society of Civil Engineers
ASM: American Society of Materials
IEEE: Institute of Electrical & Electronics Engineers
SAE: Society of Automotive Engineers
SAME: Society of American Military Engineers
SWE: Society of Women Engineers